



Sales Analysis History User Guide

Version 18.2 for Dynamics GP 18.2

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Sales Analysis History

The Trinity Sales Analysis History module provides functionality to import or export sales history between Excel spreadsheets and Microsoft Dynamics™ GP. This information can then be analyzed in Excel or by using a reporting function.

The key features of the Sales Analysis History module are:

- The facility to record sales history
- The facility to import and export sales history

The Sales Analysis History module is intended as a tool to provide you with additional capabilities in your reporting functions. Details of all posted sales invoices and returns are written to the tables tcsSOPTB00072_SA_History and tcsSOPTB00072_SAH.

Data on these tables can then be exported to an Excel spreadsheet using the Sales Analysis History Import/Export Wizard or analyzed with a reporting function. Historical data can be imported to these tables for analysis from Excel using the Sales Analysis History Import/Export Wizard.

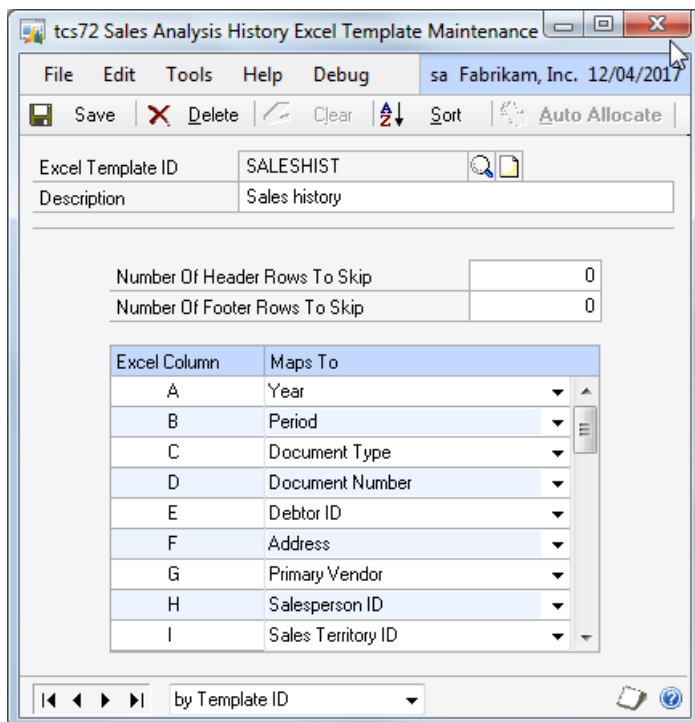
Note that you can only use the import/export functionality of the Sales Analysis History module if you have Microsoft Excel installed on your system.

1. Sales Analysis History Excel Template Maintenance Window

Tools >> Routines >> Trinity >> Sales History Data >> Excel Template Maintenance

Use the Sales Analysis History Excel Template Maintenance window to:

- Set up Excel template IDs to enable exporting of prices



Note that you must set up templates in this window before importing or exporting sales history.

To set up Excel template IDs in the Sales Analysis History Excel Template Maintenance window:

1. Enter an Excel template ID.

If you are maintaining a template ID, then you can select one using the lookup.

2. Enter a description for the Excel template ID.
3. You can select to have the template not include header or footer rows on imported Excel sheets. This would be useful, for example, where columns on the required spreadsheets have headings.

In the Number Of Header Rows To Skip and Number Of Footer Rows To Skip fields, enter the number of rows that you do not want to be included in the import. If you do not require rows to be skipped, then leave these fields set to 0.

Note that the contents of these fields have no effects when exporting sales history. If you are exporting sales history that you will be amending in Excel then re-importing, you should use an Excel template ID with header and footer rows to skip set to 0.

4. In the scrolling window, you should set how Excel columns will map to Sales Analysis History fields for the Excel template ID. From the drop-down menus, you can select field options.

For each option, you should enter an Excel column, for example, A, B, or C. When you have entered a column, select which field this column will be mapped to from the drop-down menu. When you import/export sales history, the entered Excel column will contain data relating to the selected Map To option.

Alternatively, click the Auto Allocate buttons to map fields to columns automatically. The next available Excel column value will be used for the next Map To value, then remaining values incremented. See the image below for how automatic mapping would be carried out.

Excel Column	Maps To
A	Year
B	Period
C	Document Type
D	Document Number
E	Debtor ID
F	Address
G	Primary Vendor
H	Salesperson ID
I	Sales Territory ID

Note that all options must be mapped.

5. Click Save to save the excel template ID.

Note that you can click Delete to delete an excel template ID.

1.2 Setting Up Excel Sheets for Importing and Exporting

When you are importing a spreadsheet, you should set cells to the required formats (see table below). During export, cells will be set to the required formats by default. You should also be aware that the import/export process is case sensitive.

The import/export process functions with standard .xls Excel file types.

It is recommended that Excel is closed when you are using the Sales Analysis History Import/Export Wizard.

Data Type	Cell Format	Data Format	Data Sample
Year	General	Standard	2004
Period	General	Standard	4
Document Type	General	Invoice or return. Enter I for invoice or R for return.	I
Document Number	General	Standard	STDINV01001
Customer ID	General	Standard - should be the current Customer.	AARONFIT0001
Address	General	Standard - should be the current address.	PRIMARY
Primary Vendor	General	Standard – primary vendor ID for the item	ACETRAVE0001
Salesperson ID	General	Standard - should be the current salesperson.	ERIN J.
Sales Territory ID	General	Standard - should be current sales territory.	TERRITORY 7
PO Number	General	Standard	0000746
Posting Date	General	Date	12/04/2017
Document Date	General	Date	12/04/2017
Item Number	General	Standard - should be the current item number.	100XLG
Quantity	General	Standard	20
Quantity signed	General	Standard	20
U of M	General	Standard - should be current U of M for an item.	Each
Sales Value	General	Standard	\$20.00
Sales Value Signed	General	Standard	\$20.00
Cost Value	General	Standard	\$20.00
Cost Value Signed	General	Standard	\$20.00
Trade Discount Value	General	Standard	\$0.00
Trade Discount Value Signed	General	Standard	\$0.00
User Defined Date (there are 5 occurrences of this field type)	Date - DD/MM/YY or similar format.	Must be entered, even if it is the nominal date of 01/01/2000.	06/05/2004
User Defined Currency (there are 5 occurrences of this field type)	Accounting, decimal places 2 (or as required).	Must be entered, even if it is a nominal currency of 0.00.	1.50
User Defined String (there are 5 occurrences of this field type)	Text	Must be entered, even if it is a nominal entry.	Sample text

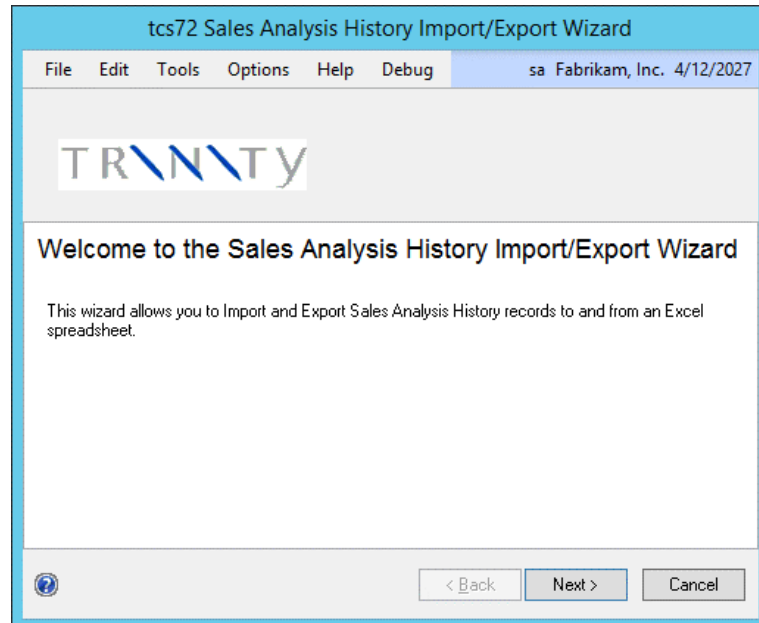
2. Sales Analysis History Import/Export Wizard

*Tools >> Routines >> Trinity
>> Sales Analysis Data >>
Sales Analysis Wizard*

The Sales Analysis History Import/Export Wizard allows the user to import or export sales history.

Use the Sales Analysis History Import/Export Wizard to:

- Import or export sales history between an Excel spreadsheet and the tables tcsSOPTB00072_SA_History and tcsSOPTB00072_SAH.



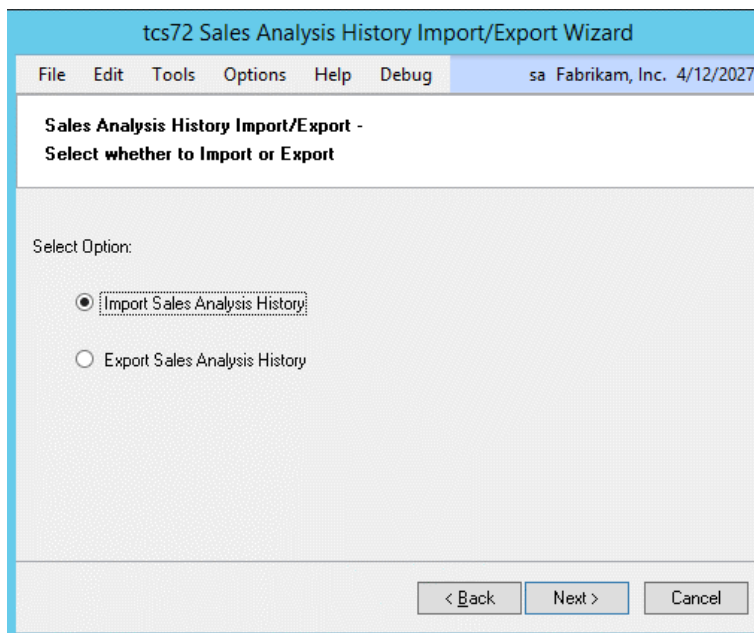
2.1 Using the Sales Analysis History Import/Export Wizard

1. Click the Next button to display the next window

Note that you can click Cancel on this or any other Sales Analysis History Import/Export Wizard screen to close the Sales Analysis History Import/Export Wizard.

Note also that you can click the Back button on any other Sales Analysis History Import/Export Wizard screen to return to the previous screen.

2.2 Import/Export Screen



2.2.1 Using the Import/Export Screen

1. Click whether you want to import or export sales history.

2. Click the Next button to display the next screen.

Note that details of exporting sales history can be found in section 4. See below for details on importing sales history.

3. Importing Sales History

3.1 Select Excel File Template Screen

3.1.1 Selecting an Excel File Template

1. Enter the Excel template ID (set up in the Sales Analysis History Excel Template Maintenance window) that you want to base the import on or select one using the lookup.
Note that if you select a template where all the fields have not been mapped, then an error message will be displayed.
2. Click Next.

3.2 Select Excel Workbook Screen

3.2.1 Selecting an Excel Workbook

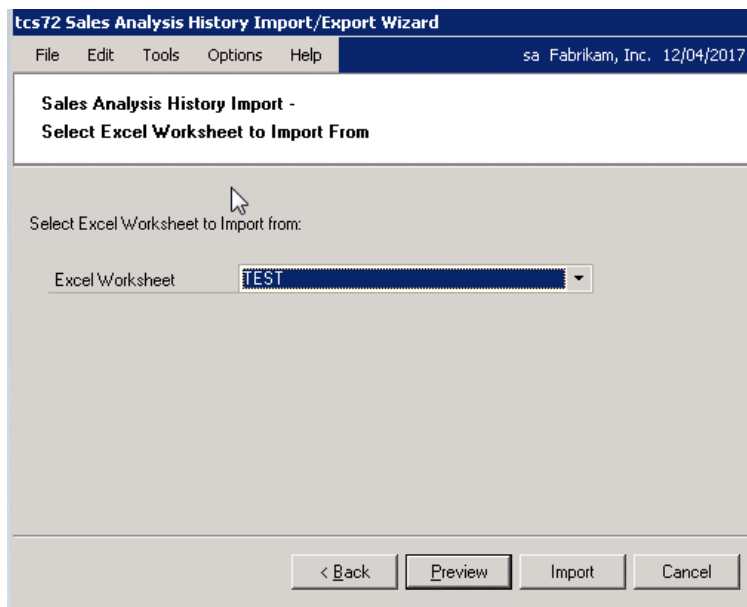
1. Enter the Excel file that you want to import to or select one using the lookup.

Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\sales_history.xls.

Also, note that you can only import .xls file types. You cannot import files that are currently open in Excel.

2. Click Next.

3.3 Select Worksheet Screen

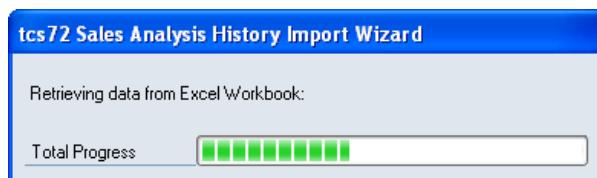


3.3.1 Selecting an Excel Worksheet

1. From the drop-down menu, select the specific worksheet that you want to import.

Note that the worksheets are the individual spreadsheets held within a workbook or Excel file. Worksheets will be displayed in the order that they are held in the selected workbook.

2. Click Preview. The details from the selected Excel worksheet will be imported, and the progress will be displayed on the Import Wizard progress bar.



Note that if any errors are encountered during the import, then the Import Errors screen will be displayed (see 3.3.2).

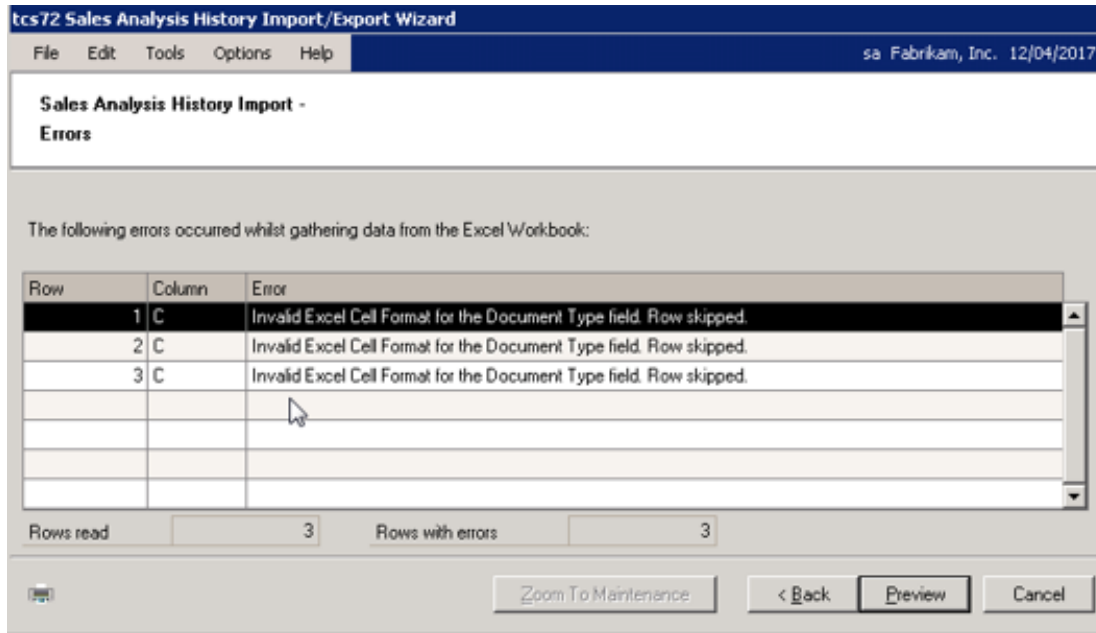
When the import is complete (if no errors were encountered), then the Import Preview screen will be displayed (3.4).

3. Click Import. The details from the selected Excel worksheet will be imported directly, and the progress will be displayed on the Import Wizard progress bar.

Note that if any errors are encountered during the import, then the row with errors will be ignored.

When the import is complete, then the Import Preview screen will be displayed (3.4).

3.3.2 Using the Import Errors Screen



1. The Import Errors screen will be displayed where any errors are encountered during the import process. The location of the error in the spreadsheet will be displayed with details of the error.

Errors will be encountered when:

- There is an invalid excel cell format - for example, you have entered text data into a field formatted for dates
- There is a duplicate record - when a row has been duplicated in the spreadsheet
- Some data "does not exist"

Click the Print icon to print the Sales Analysis History Import Errors Report detailing the import errors.

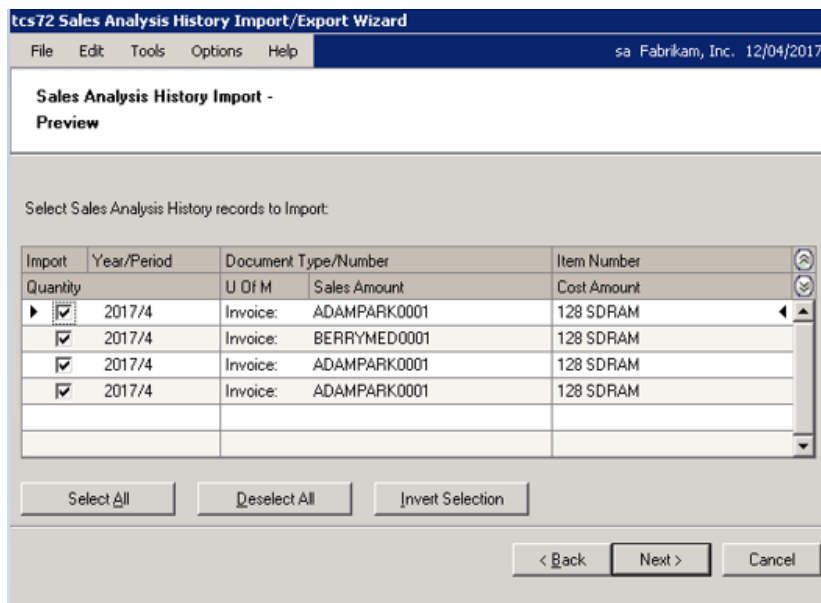
2. Where you have an error with data that "does not exist," it is possible to amend the details so that the import will be accepted.

Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data that does not exist. Complete the data as required, then return to the Import Errors window and click Back. The Select Worksheet screen will be displayed where you can re-import the spreadsheet.

3. Where a spreadsheet contains lines both with and without errors, the lines without errors will still be imported. Click Preview to preview these lines in the Import Preview window.

Note that if there are no valid rows, then you will not be permitted to proceed.

3.4 Import Preview Screen



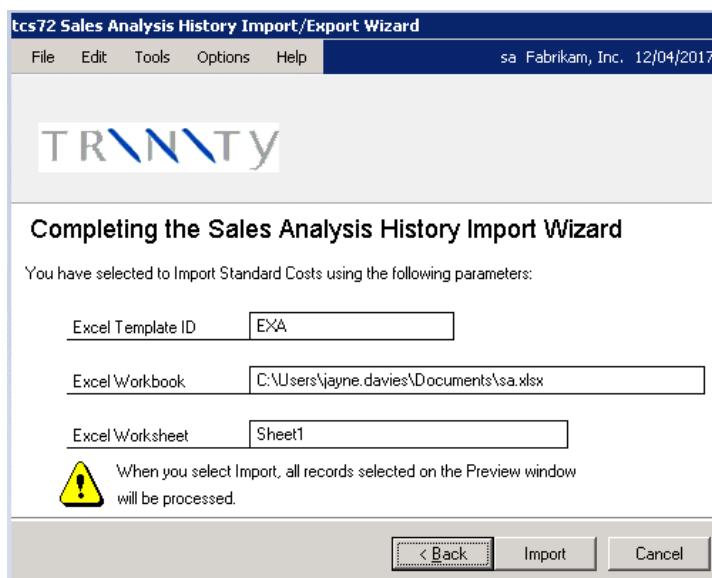
3.4.1 Using the Import Preview Screen

1. The scrolling window will display all valid lines that you have imported, with all relevant information.
2. You need to select which lines in the scrolling window you want to import. When the checkbox for a line is marked, that indicates that the line will be imported. You can check the lines manually or use the buttons detailed below.

Select All	Selects all lines for import
Deselect All	Deselects all lines so that they will not be imported
Invert Selection	Inverts the current selection - all lines selected for import will be deselected and vice versa

3. When you have completed your import selection, click Next.

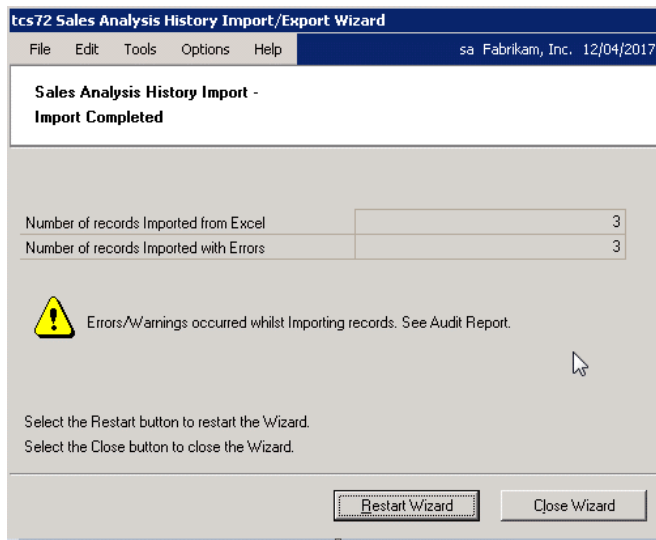
3.5 Completing the Import Screen



3.5.1 Using the Completing Import Screen

1. The Excel template ID, Excel workbook, and worksheet that you have selected will be displayed.
2. Click Import to import the workbook and worksheet based on the details set in the Excel template ID.

3.6 Import Completed Screen

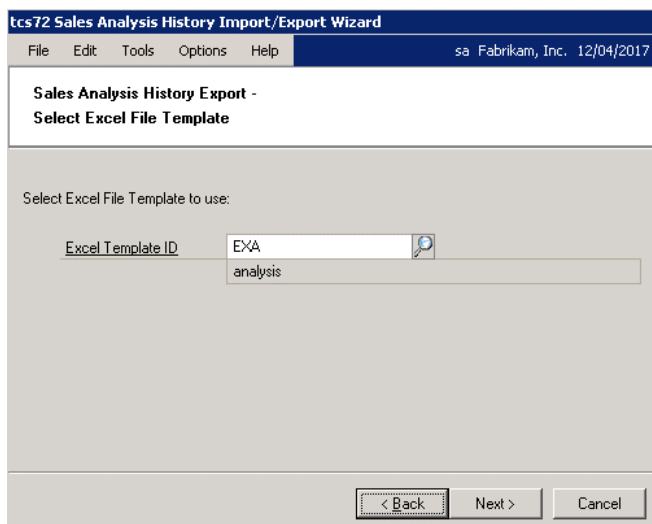


3.6.1 Using the Import Completed Screen

1. The number of sales history records imported will be displayed.
Note that this is different from the number of rows in Excel, as multiple rows containing identical details will be incorporated into one import record.
2. Click Restart Wizard if you want to import (or export) more sales history records. Alternatively, click Close Wizard to close the wizard.

4. Exporting Sales History

4.1 Select Excel File Template Screen



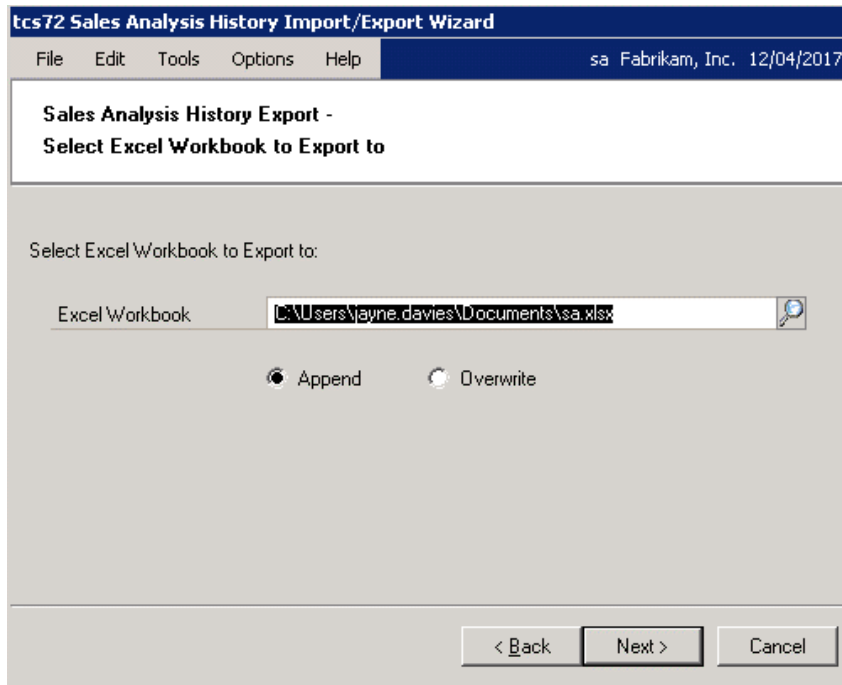
4.1.1 Selecting an Excel File Template

1. Enter the Excel template ID (set up in the Sales Analysis History Excel Template Maintenance window) that you want to base the export on or select one using the lookup.

Note that if you select a template where all the fields have not been mapped, then an error message will be displayed.

2. Click Next.

4.2 Select Excel Workbook Screen



4.2.1 Selecting a Workbook for Export

1. Enter the Excel file that you want to export to or select one using the lookup.

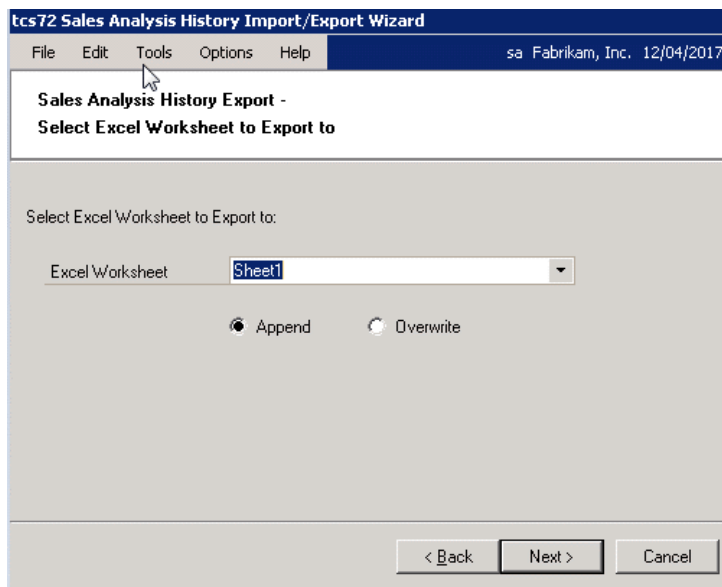
If you enter a workbook that does not currently exist, then it will be created automatically during the export process. If you enter a workbook that does not currently exist, then the Append and Overwrite options will be disabled.

Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\sales_history.xls.

You cannot export to files that are currently open in Excel.

2. Click append or overwrite. Selecting append will add your exported sales history records to a current worksheet. Selecting overwrite will overwrite any current sales history records in the workbook.
3. Click Next.

4.3 Select Excel Worksheet Screen



4.3.1 Selecting an Excel Worksheet

1. If you selected append in the previous window, select an Excel worksheet from the drop-down menu.

If you selected Overwrite, enter an Excel worksheet to which you want to export. There will be no option to select from the drop-down menu. The Excel worksheet that you entered will be created automatically on export. All other data in the workbook will be overwritten.

2. Select whether to append or overwrite the selected worksheet.

Note that if you selected to overwrite in the previous window, then you will not have the option to append or overwrite.

3. Click Next.

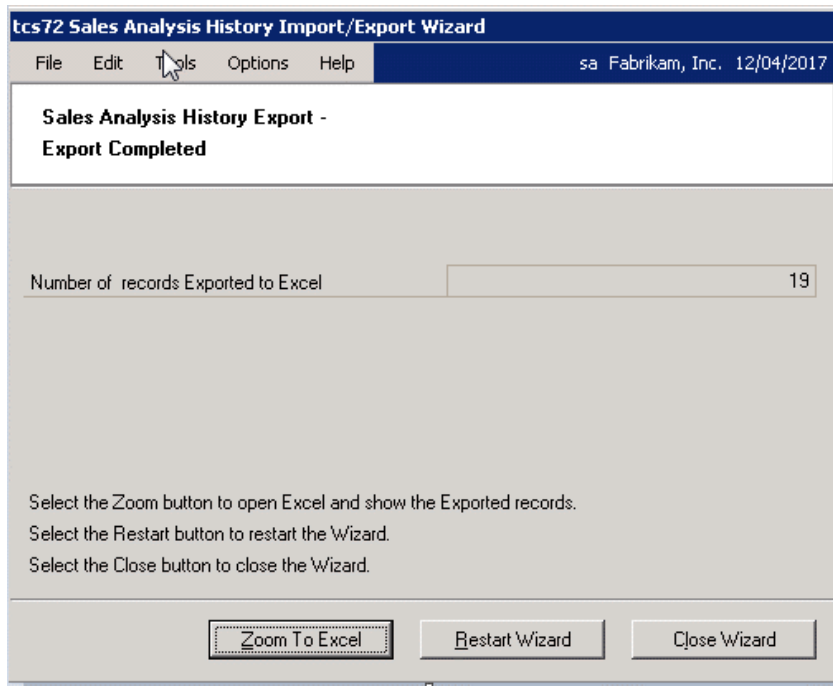
4.4 Completing Export Screen



4.4.1 Completing Exports

1. The Excel template ID, Excel workbook, and worksheet that you have selected will be displayed.
2. Click Export to export sales history records to the selected worksheet.

4.5 Export Completed Screen



4.5.1 Using the Export Completed Screen

1. The number of sales history records exported will be displayed.
2. Click Restart Wizard if you want to export (or import) more sales history records, or Zoom To Excel to view exported sales history records in the Excel spreadsheet. Alternatively, click Close Wizard to close the wizard.

5. Adjusting Sales Analysis

5.1 The Sales Analysis Fix Window

The Sales Analysis Fix window allows the user to make adjustments to Sales Analysis history, for example, to adjust cost values where the real cost was not known when invoices were posted.

Use the Sales Analysis Fix window to:

- Create a Sales Analysis Fix

The screenshot shows the 'tcs72 Sales Analysis Fix' window with the following data:

File Edit Tools Help sa Fabrikam, Inc. 12/04/2017

Save Clear

Year: 2017 Period: 4

Document Type: Invoice

Document Prefix: SAHADJ

Debtor ID: ADVANCED0002 Advanced Tech Satellite System

Ship To Address: PRIMARY 8765 66 Ave.

Salesperson ID: NANCY B.

Territory ID: TERRITORY 6

PD Number: 127890

Document Date: 12/04/2017

Posting Date: 12/04/2017

Item Number: 128 SDRAM

128 meg SDRAM

U Of M: Case

Quantity: 1 Quantity Signed: 1

Site ID: WAREHOUSE Main Site

Primary Creditor ID:

Sales Amount	120.00	Sales Amount Signed	120.00
Cost Amount	97.87	Cost Amount Signed	97.87
Trade Discount	0.00	Trade Discount Signed	0.00

User Defined 1: a123 User Defined Currency 1: 0.00

User Defined 2: | User Defined Currency 2: 0.00

User Defined 3: User Defined Currency 3: 0.00

User Defined 4: User Defined Currency 4: 0.00

User Defined 5: User Defined Currency 5: 0.00

User Defined Date 1: User Defined Date 4:

User Defined Date 2: User Defined Date 5:

User Defined Date 3:

5.1.1 Using the Sales Analysis Fix Window

To create a Sales Analysis Adjustment using the Sales Analysis Fix window

1. Enter the year and period to which the adjustment should be applied.
2. Select a document type of Invoice or Return from the drop-down list.
3. Enter a document prefix, or accept the default. An adjustment number will be generated automatically using the prefix and a sequence number, e.g., SAHADJ000001
4. Enter the other values as required for your sales analysis adjustment. At least one of the Sales Amount and Cost Amount fields must be non-zero. Sales Amount Signed, Cost Amount Signed, and Trade Discount Signed will be calculated and displayed according to the document type.
5. Click Save to create your adjustment record.

5.2 The Sales Analysis Fix Window

Add as a shortcut if required: Trinity >>Sales>>Sales Analysis Fix

The Sales Analysis Fix window allows the user to change existing Sales Analysis records. This window is not available on the standard menus and should be added as a shortcut if required.

Use the Sales Analysis History Adjustment window to:

- Amend a Sales Analysis history record



5.2.1 Using the Sales Analysis Fix Window

To amend a Sales Analysis record using the Sales Analysis Fix window

1. Enter the year and period for the invoice or return that you would like to edit.
2. Select a document type of Invoice or Return from the drop-down list.
3. Enter a document number or select one from the lookup or by using the browse buttons.
4. Select a document line item sequence by using the lookup. The lookup will display the line numbers for the selected document.
5. The sales analysis record details will be displayed. Edit the details as required.
6. Click Save to save your changes.

Appendix A

Sales Analysis History – Access to Windows

Window Name	 Menu Access	 Other Access
Sales Analysis History Excel Template Maintenance	Routines >> Trinity >> Sales Analysis Data >> Excel Template Maint.	
Sales Analysis History Import/Export Wizard	Routines >> Trinity >> Sales Analysis Data >> Sales Analysis Wizard	
Sales Analysis Fix	Routines >> Trinity >> Sales Analysis Data >> Sales Analysis Fix	
Sales Analysis Fix		Add as a shortcut if required: Trinity >> Sales >> tcs72 Sales Analysis Fix

Appendix B

Sales Analysis History Reports

Report Name	Module	Functionality
Sales Analysis History Import Audit report	Sales Analysis History	Prints details of sales analysis history import errors

Appendix C

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.

